Easy Trace

An Expense and Warranty Tracking Solution

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INTRODUCTION

Easy Trace is an expense, asset and warranty tracking solution, especially designed for small and medium organisations who want technology to help them work efficiently.

How it works

Easy Trace offers three way data collection, a cloud based secure storage for all your receipts, integration with your favourite accounting package and free sharing with your colleagues and a bookkeeper.

Snap it via our friendly mobile apps

To capture your paper receipts use our friendly mobile app to take pictures. All expense entries are automatically uploaded to your Cloud Inbox. You can share your account with other staff members and bookkeeper for free.

Digital Receipts and Files

You can send all your digital receipts including eBay or Papal receipts as well as any jpg, png, jpeg, bmp, pdf, doc, xls and zip files attachments via an email. We support up to 20 MB attachments per email.

Cloud Storage

When a receipt is uploaded via Easy Trace mobile app or an email is forwarded or a document is uploaded directly via our drag and drop interface, they are all neatly stored in the Cloud Inbox where you can search and filter your receipts with ease.

Accounting Package Integration

If you are using MYOB or Xero as your accounting package,we support seamless integration with both packages.

Frequently Asked Questions

Please below answers to some frequently asked questions.

I have five staff members who would like to record expenses, how many accounts do I need?

You only need a single organisation account that you can share between your staff members. Each staff members can create their personal account as well as record expenses against the shared company account.

Can I record business and personal expenses side by side?

Yes, when taking the snap of your receipt you can chose the organisational account that the expenses needs to be recorded against.

I am a bookkeeper and my client uses Easy Trace for expense tracking, do I need to pay additional fees?

No, you do not need to pay any additional fees. Your client will be responsible for paying his organisation account and it can be shared with you for bookkeeping and admin purposes.

How long do you keep my receipts?

We will keep your receipt as long as you have an active subscriptions with us. When your subscription expires we will contact you and discuss the backup options. As per our policy we will remove your account and data after 30 days.

What happens if I exceed my monthly package quota?

We will charge you for additional receipts with a flat fee of 0.10c / receipt for that month.

Can I get some additional reports and features to be included in the solution?

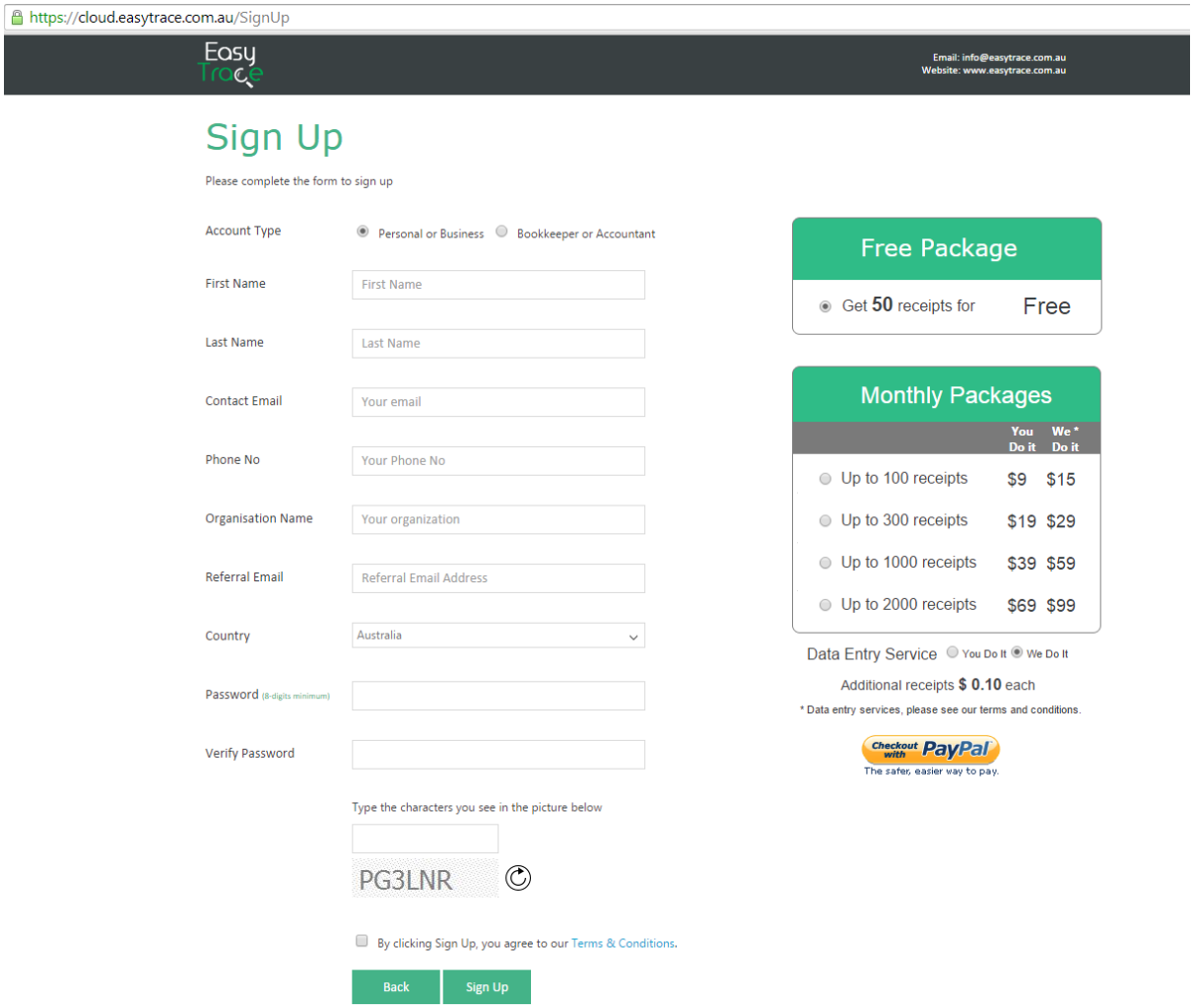
Please contact us with your requirement and will be happy to discuss customisation options with you.

Can I integrate my accounting package?

We are constantly adding more and more accounting packages for integration, please contact us if you wish to include your favourite package.

Step 1: Signup your organisation

Please visit https://cloud.easytrace.com.au/SignUp and fill out the details. If you are a bookkeeper or accountant, please select the account type *Bookkeeper or Accountant*. Once you have entered all details please select the package you wish to sign up for. If you want to trial the service you can choose the selection *Free Package*.



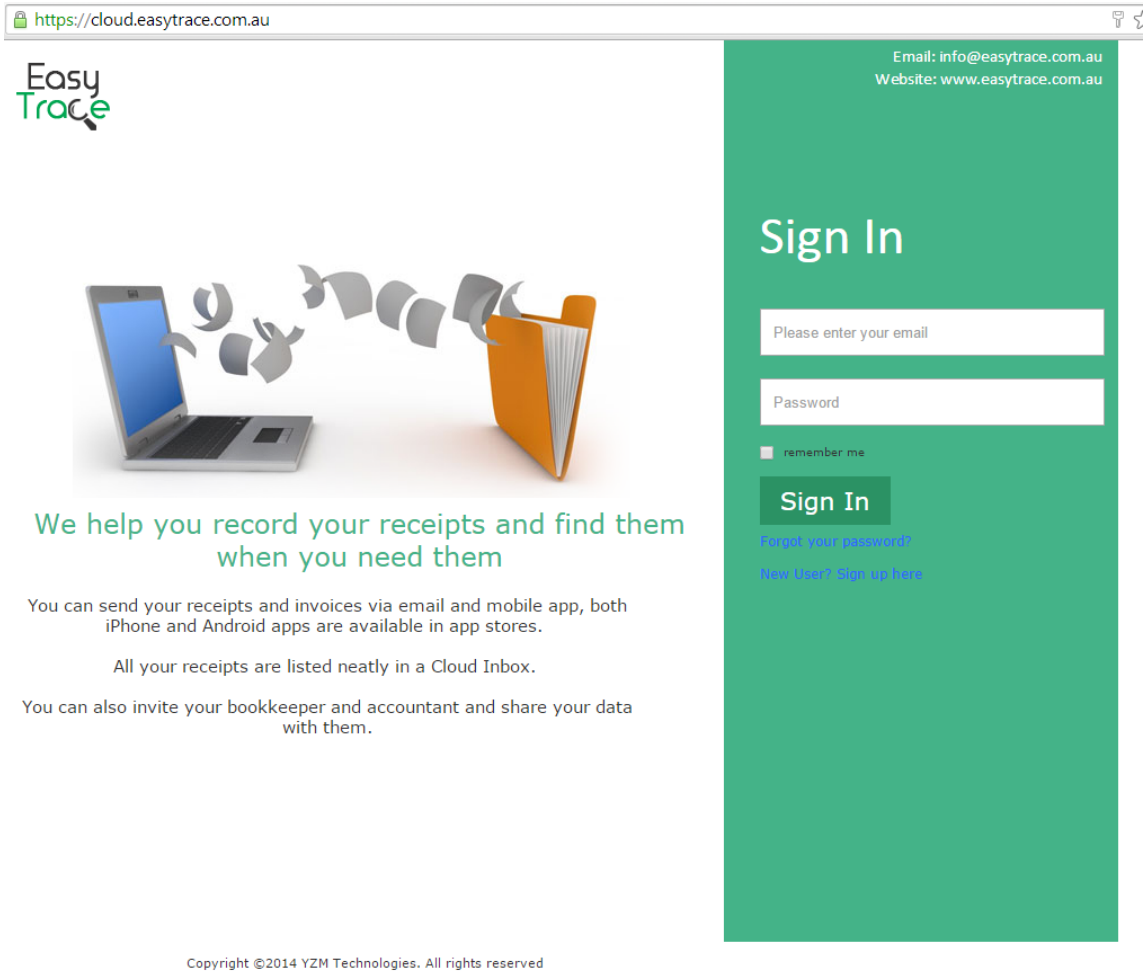
Step 2: Verify your email

After signing up your account we will send you a verification email to your registered email address. Please check your spam folder if your email does not appear in your Inbox. Please click on the *Verify link* which will open the browser and verify your email address.

After performing verification you will be able to login to your Easy Trace account.

Step 3: Login

Please type https://cloud.easytrace.com.au/ and enter your credentials to login to your Easy Trace account.


https://cloud.easytrace.com.au
Easy Trace
Email: info@easytrace.com.au
Website: www.easytrace.com.au
Sign In
Please enter your email
Password
remember me
Sign In
Forgot your password?
New User? Sign up here
We help you record your receipts and find them when you need them
You can send your receipts and invoices via email and mobile app, both iPhone and Android apps are available in app stores.
All your receipts are listed neatly in a Cloud Inbox.
You can also invite your bookkeeper and accountant and share your data with them.
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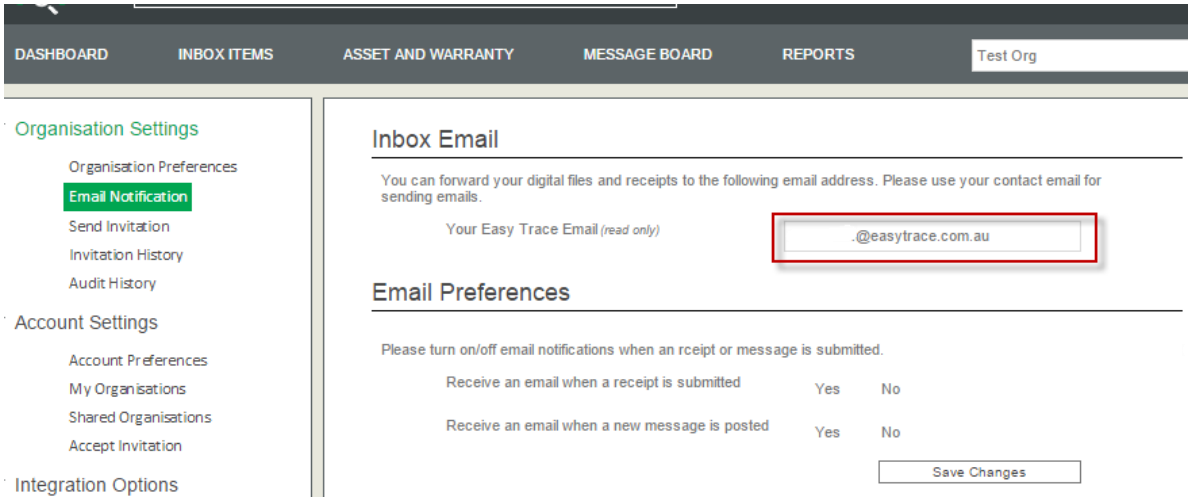
Step 4: Inbox Email / Email Forwarding

After login you can click on the Settings option from the top right corner of the screen and make a note of your *Inbox Email*. You can use this email address to send your digital files. Please note that we only accepts digital files from your contact email(s).

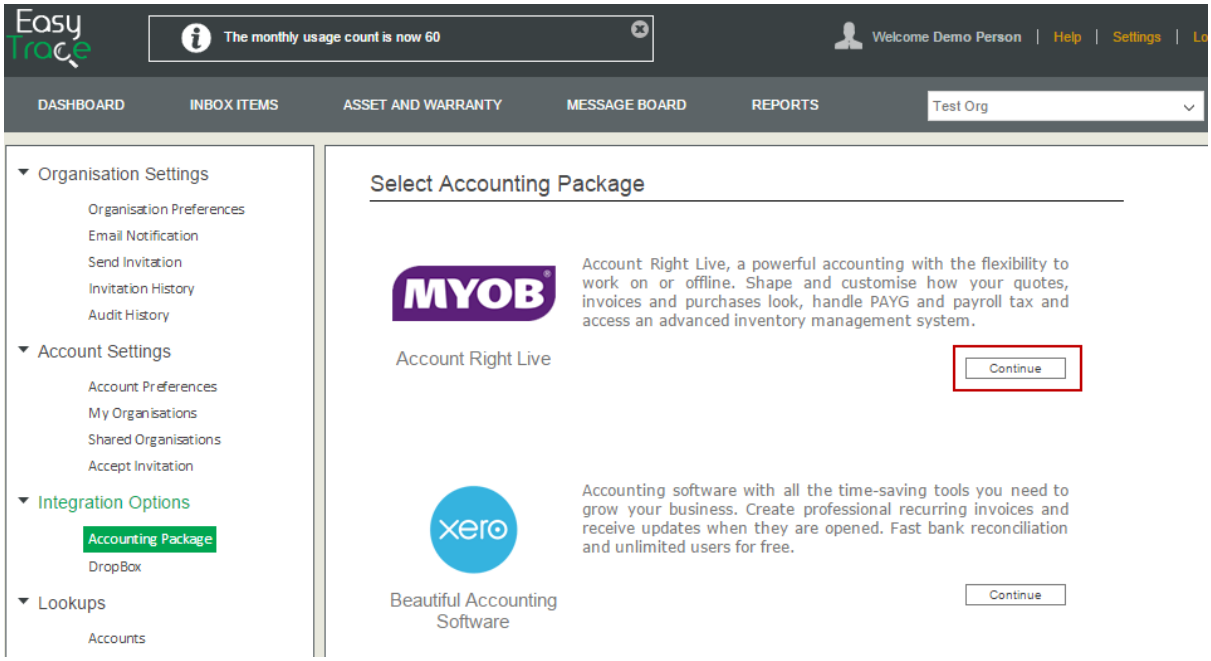


Step 5: Account Packages

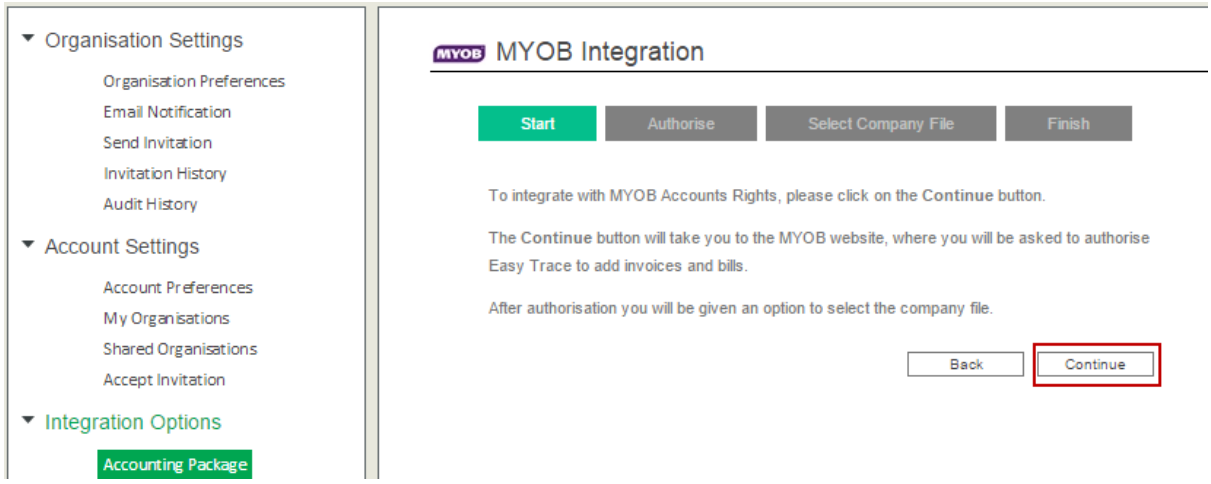
Easy Trace has been designed to work independently so you don't need to connect to your accounting package. However if you wish to take advantage of the seamless integration with popular accounting packages like MYOB and Xero please follow the steps below.

Integrate with MYOB

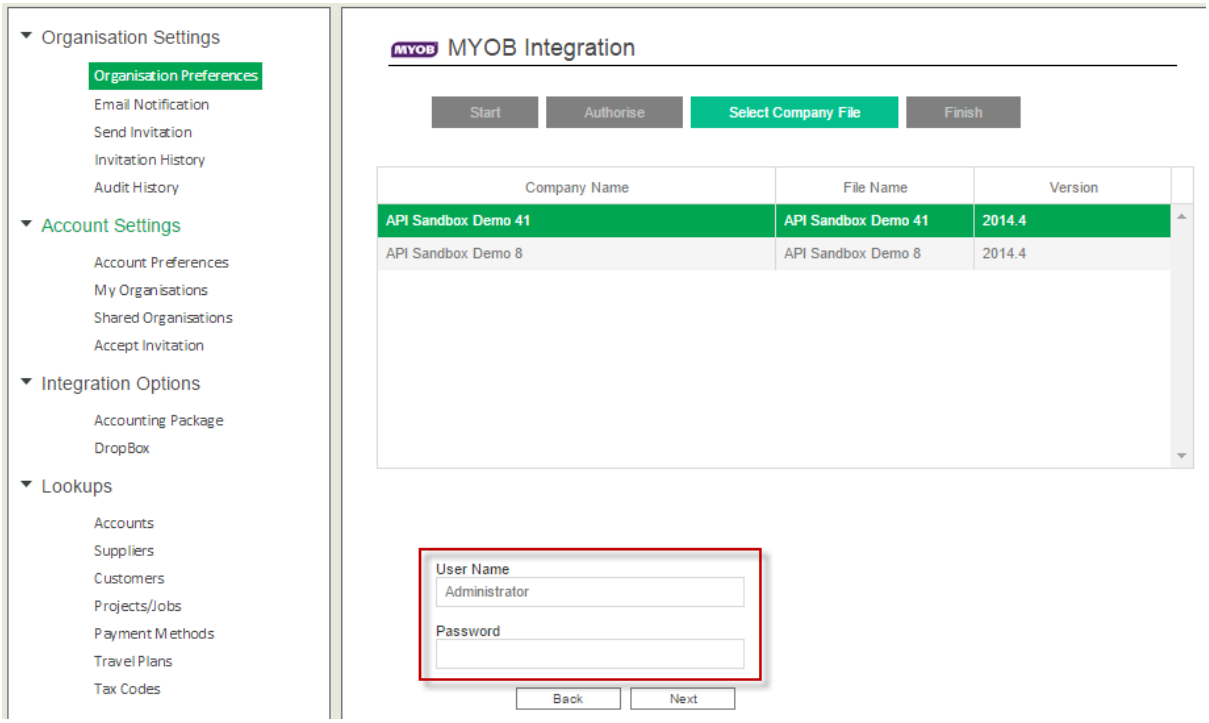
Please select the *Settings* link and choose *Accounting Package* from the navigation menu and click on the *Continue* button and follow the instructions on the screen.


Easy Trace
The monthly usage count is now 60
Welcome Demo Person | Help | Settings
DASHBOARD
INBOX ITEMS
ASSET AND WARRANTY
MESSAGE BOARD
REPORTS
Test Org
Organisation Settings
Organisation Preferences
Email Notification
Send Invitation
Invitation History
Audit History
Account Settings
Account Preferences
My Organisations
Shared Organisations
Accept Invitation
Integration Options
Accounting Package
DropBox
Lookups
Accounts
Select Accounting Package
MYOB
Account Right Live
Account Right Live, a powerful accounting with the flexibility to work on or offline. Shape and customise how your quotes, invoices and purchases look, handle PAYG and payroll tax and access an advanced inventory management system.
Continue
xero
Beautiful Accounting Software
Accounting software with all the time-saving tools you need to grow your business. Create professional recurring invoices and receive updates when they are opened. Fast bank reconciliation and unlimited users for free.
Continue

For authorization you will be taken to the MYOB website where you need to login with your MYOB Account Right credentials and click sign in.



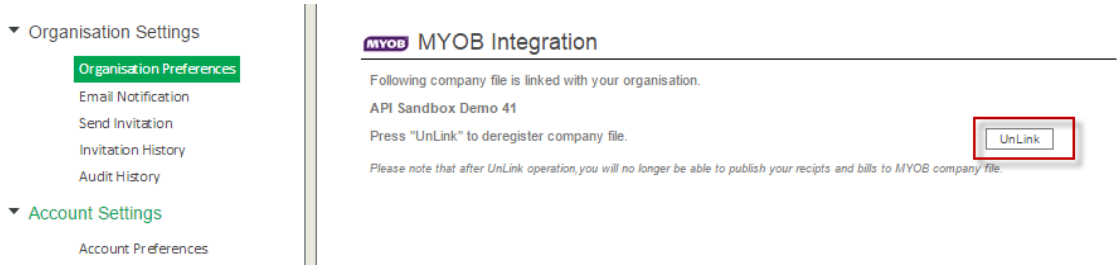
Once authorised you will be taken back to Easy Trace website to choose your company file. Please provide MYOB user name and password for the company file.



After pressing next we will connect Easy Trace with MYOB and also copy all your chart of accounts, Suppliers, Customers, Jobs and Tax Codes from MYOB.

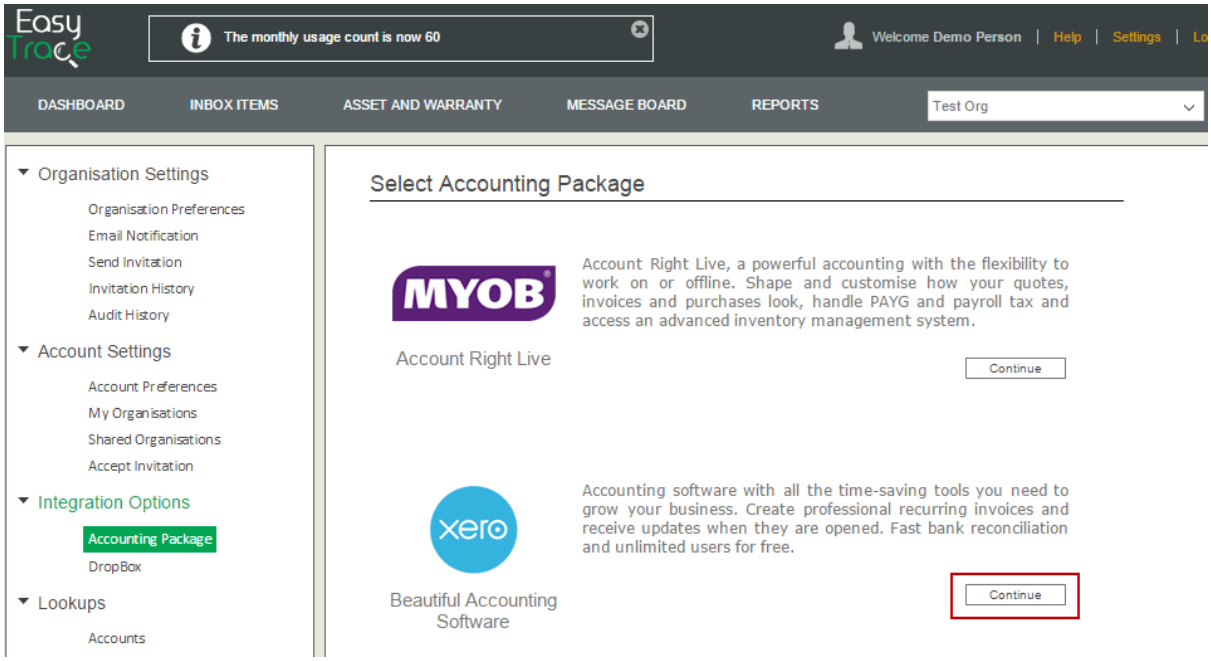
After performing this step you have successfully integrated with MYOB.

To unlink please press the unlink button.

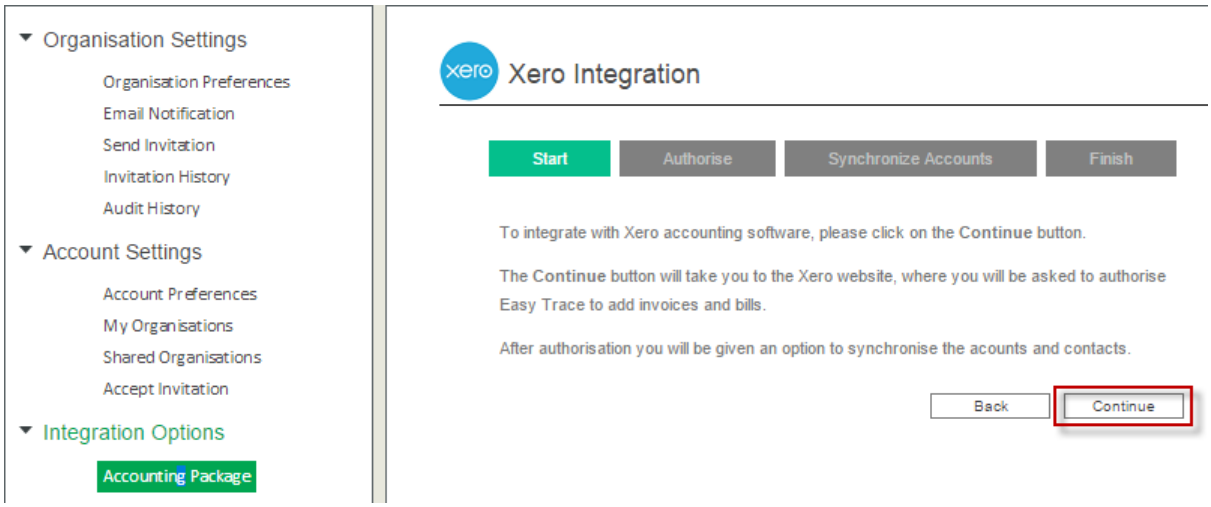

Organisation Settings
Organisation Preferences
Email Notification
Send Invitation
Invitation History
Audit History
Account Settings
Account Preferences
MYOB Integration
Following company file is linked with your organisation.
API Sandbox Demo 41
Press "UnLink" to deregister company file.
UnLink
Please note that after UnLink operation,you will no longer be able to publish your recipts and bills to MYOB company file.

Integrate with Xero

Please select the *Settings* link and choose *Accounting Package* from the navigation menu and click on the *Continue* button and follow the instructions on the screen.


Easy Trace
The monthly usage count is now 60
Welcome Demo Person | Help | Settings
DASHBOARD
INBOX ITEMS
ASSET AND WARRANTY
MESSAGE BOARD
REPORTS
Test Org
Organisation Settings
Organisation Preferences
Email Notification
Send Invitation
Invitation History
Audit History
Account Settings
Account Preferences
My Organisations
Shared Organisations
Accept Invitation
Integration Options
Accounting Package
DropBox
Lookups
Accounts
Select Accounting Package
MYOB
Account Right Live
Account Right Live, a powerful accounting with the flexibility to work on or offline. Shape and customise how your quotes, invoices and purchases look, handle PAYG and payroll tax and access an advanced inventory management system.
Continue
xero
Beautiful Accounting Software
Accounting software with all the time-saving tools you need to grow your business. Create professional recurring invoices and receive updates when they are opened. Fast bank reconciliation and unlimited users for free.
Continue

For authorization you will be taken to Xero website where you need to login with your Xero credentials and select an organisation to link with Easy Trace.



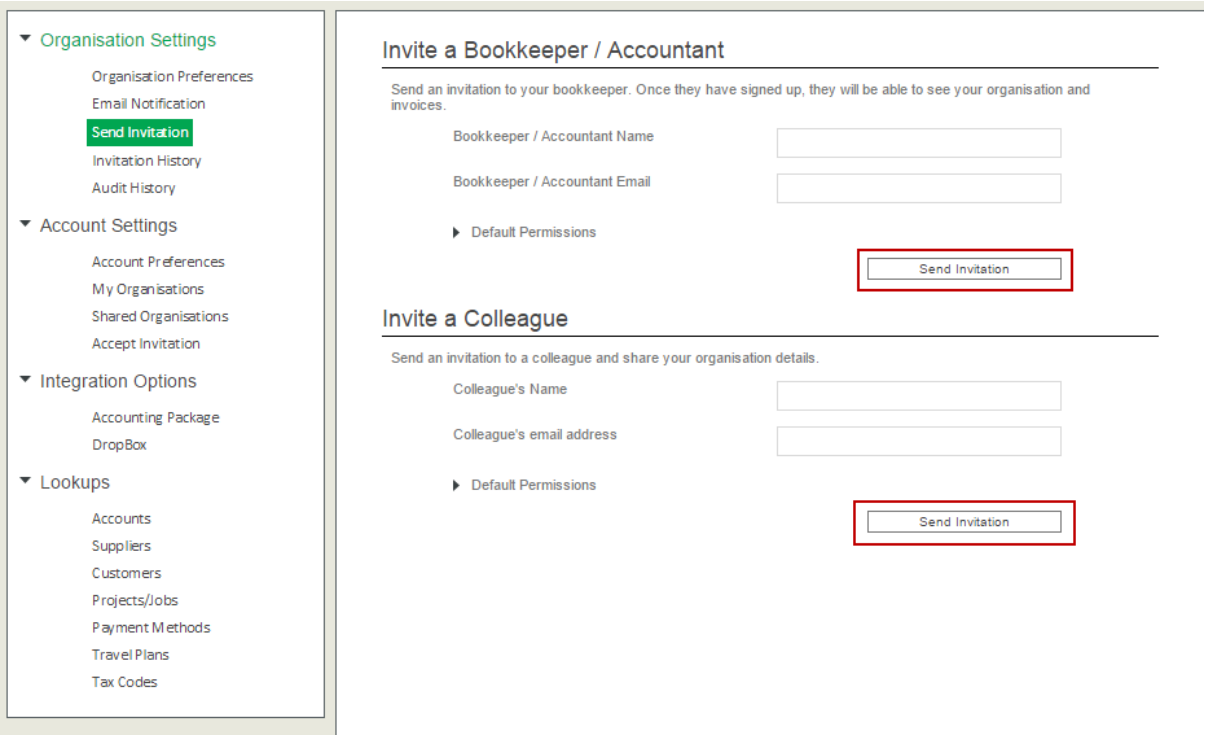
After pressing next we will connect Easy Trace with your Xero organisation and also copy all your chart of accounts, Suppliers, Customers and Tax Codes from Xero.

After performing this step you have successfully integrated with Xero.

To unlink please press the unlink button.

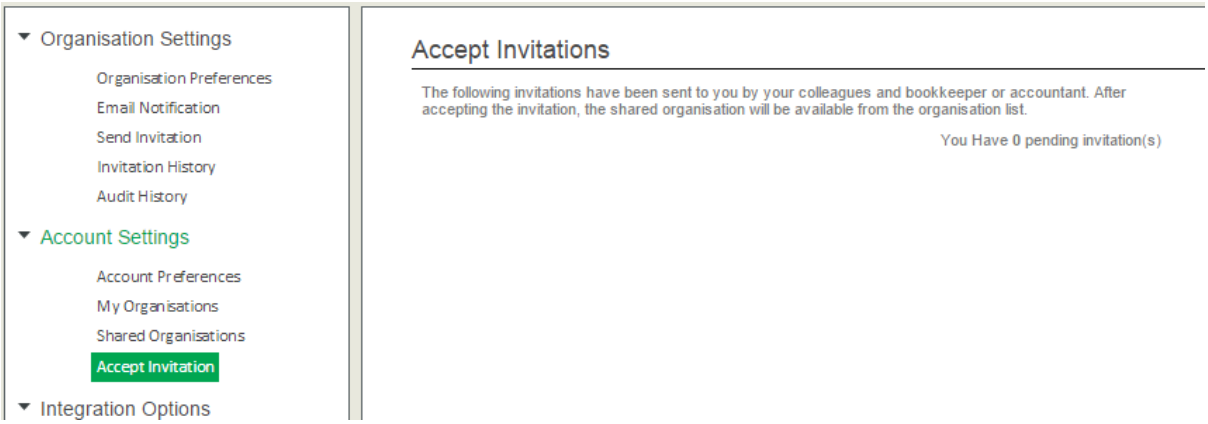
Step 6: Invite your Colleagues and Bookkeeper

You can invite your colleague and bookkeeper by selecting the option from the *Settings* page and choosing the *Send Invitation option.*



Accept Invitation

After sending the invitation we will send an email to your colleague or bookkeeper and invite them to join Easy Trace and accept your invitation. They will be able to accept your invitation from the *Accept Invitations* page.


Organisation Settings
Organisation Preferences
Email Notification
Send Invitation
Invitation History
Audit History
Account Settings
Account Preferences
My Organisations
Shared Organisations
Accept Invitation
Integration Options
Accept Invitations
The following invitations have been sent to you by your colleagues and bookkeeper or accountant. After accepting the invitation, the shared organisation will be available from the organisation list.
You Have 0 pending invitation(s)

Invite Customers

If you have signed up as a bookkeeper you can also invite your customers by selecting the *Invite Customer* page and sending the invitation.

Step 7: Mobile Apps

Easy Trace has released mobile apps with all popular app stores. Please find below direct links, otherwise please search for *Easy Trace Expense Tracking* and you will see a familiar logo in the search results.

https://itunes.apple.com/au/app/easy-trace/id842461052?mt=8

https://play.google.com/store/apps/details?id=com.yzm.easytrace&hl=en

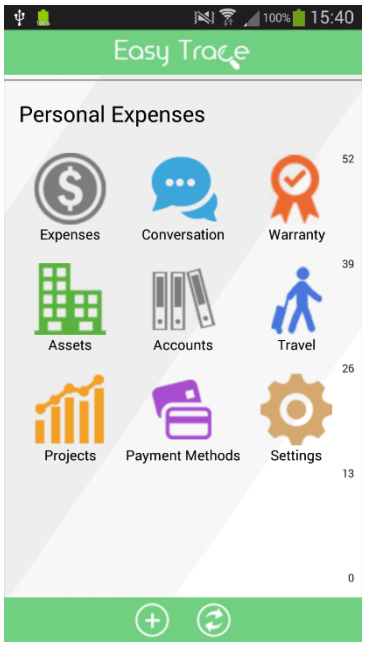
http://www.windowsphone.com/en-au/store/app/easy-trace/ddc862af-c983-48b3-9820-38d1b9c781f8

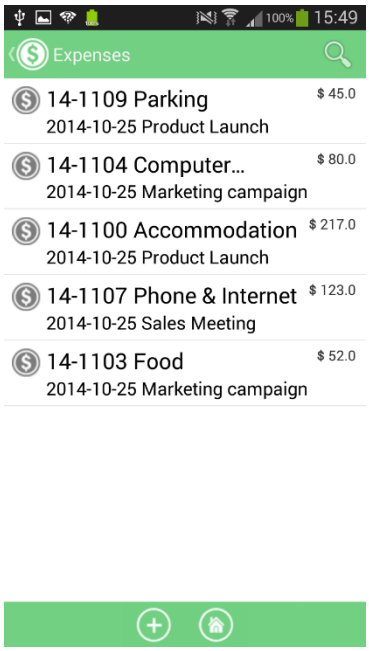
If you have windows tablet device including Microsoft Surface you can use a tablet version of the app from the Windows store.

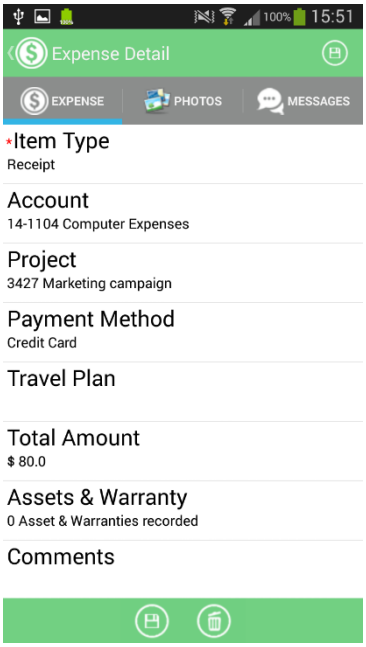
http://apps.microsoft.com/windows/en-au/app/77c332a6-3330-437c-a532-b27aefa9048e

Record Expenses

Once you have downloaded the Easy Trace mobile app on your phone you are ready to record expenses and track assets and warranties.







Synchronise Mobile Data

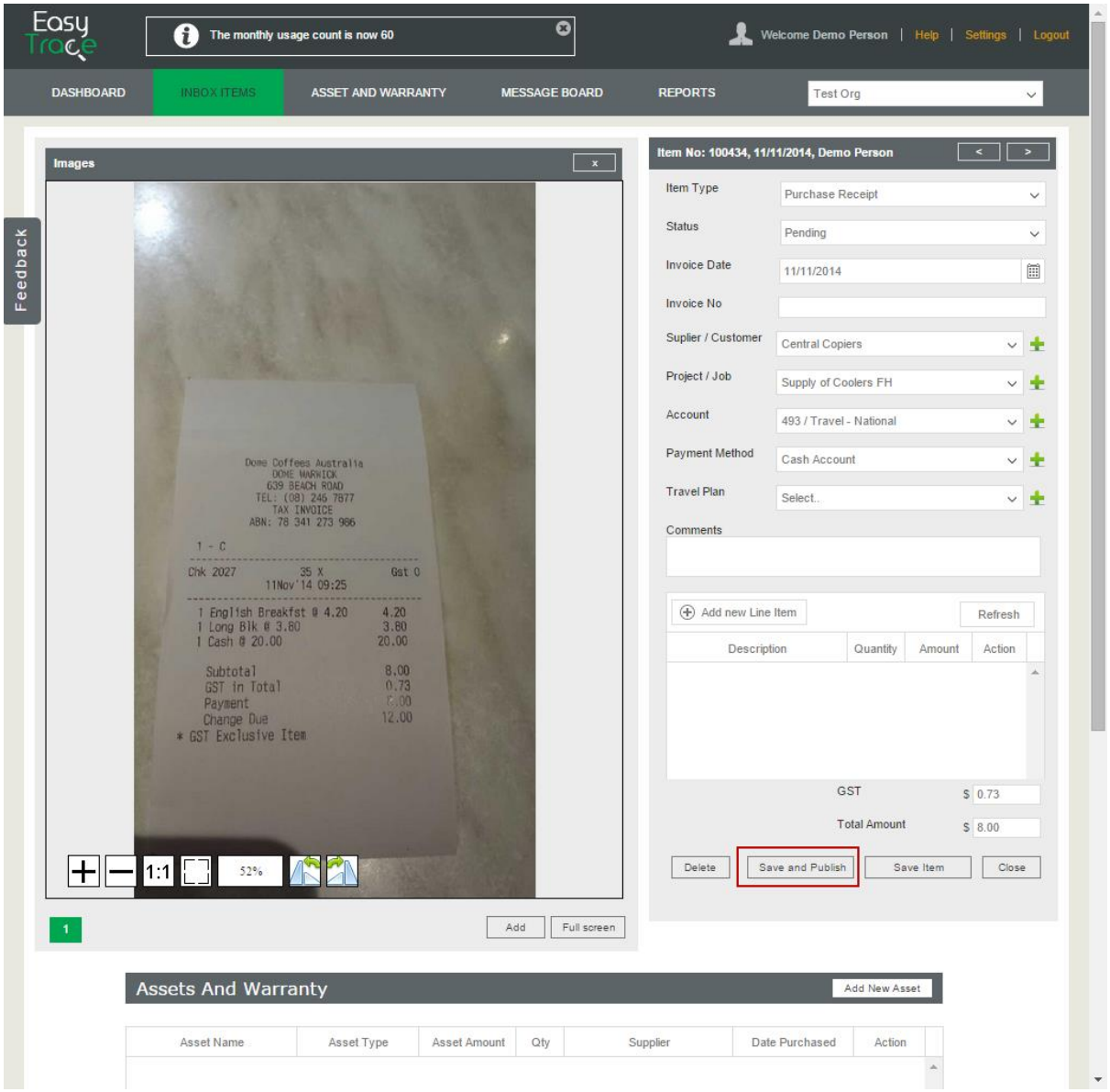
Before starting to record your expenses it is recommended to synchronise your chart of accounts, suppliers and projects with your Cloud inbox. To do that please press the *sync* icon on the home page and provide your credentials.

Easy Trace will automatically upload your expenses to your inbox, however you can change the default behaviour via the settings page.

Step 8: View and Publish

When you record your expenses via our friendly mobile app or send them via email or upload directly from the browser Easy Trace will neatly organise all your images and documents in your Cloud inbox. We offer advanced filtering and search options to locate a receipt with ease.

To view and edit an expense please click on the link in the Inbox page and it will open the detail view where you can input the data. If you have purchased the *We do It* option all your data is prefilled and you just need to click on *Save And Publish* and your expense will be submitted to Xero or MYOB (which ever accounting package you have integrated with).

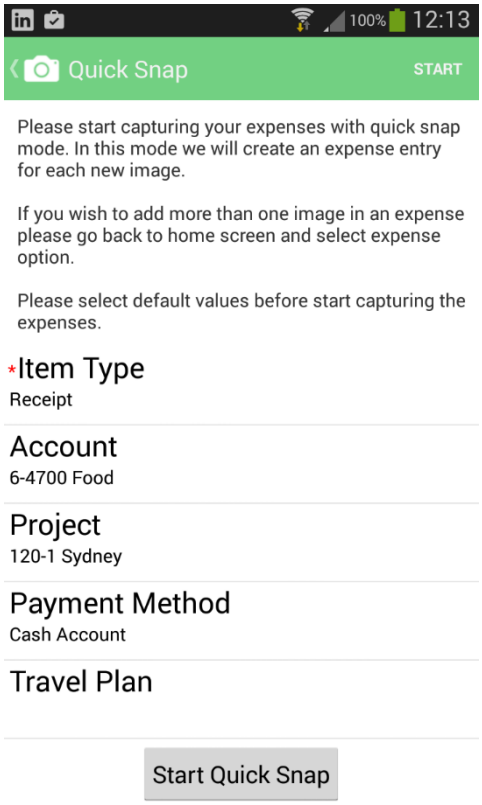


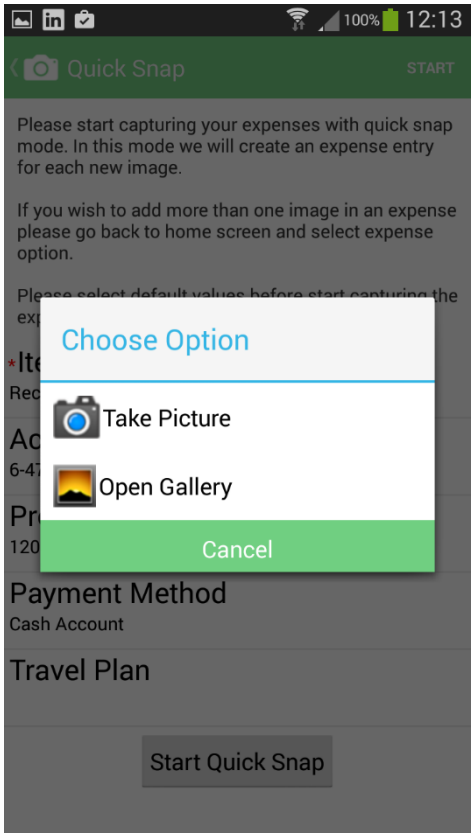
Feature Highlight

Easy Trace is a feature rich application and offers a variety of additional features, some of those features are listed below.

Quick Snap Mode

Easy Trace mobile app offers a quick snap mode for capturing multiple receipts with ease. This mode is useful when you have large volume of receipts and you want to quick snap without tapping too many buttons. Please access this feature from the home page by pressing (+) icon.


100% 12:13
Quick Snap
START
Please start capturing your expenses with quick snap mode. In this mode we will create an expense entry for each new image.
If you wish to add more than one image in an expense please go back to home screen and select expense option.
Please select default values before start capturing the expenses.
*Item Type
Receipt
Account
6-4700 Food
Project
120-1 Sydney
Payment Method
Cash Account
Travel Plan
Start Quick Snap


100% 12:13
Quick Snap
START
Please start capturing your expenses with quick snap mode. In this mode we will create an expense entry for each new image.
If you wish to add more than one image in an expense please go back to home screen and select expense option.
Choose Option
Take Picture
Open Gallery
Cancel
Payment Method
Cash Account
Travel Plan
Start Quick Snap

Asset and Warranty Tracking

Besides tracking your expenses you can record your assets and warranties with Easy Trace. Once you have recorded a few key dates on your mobile or in the Cloud app Easy Trace will send you a reminder email a few weeks before the warranty expires.

Message Board

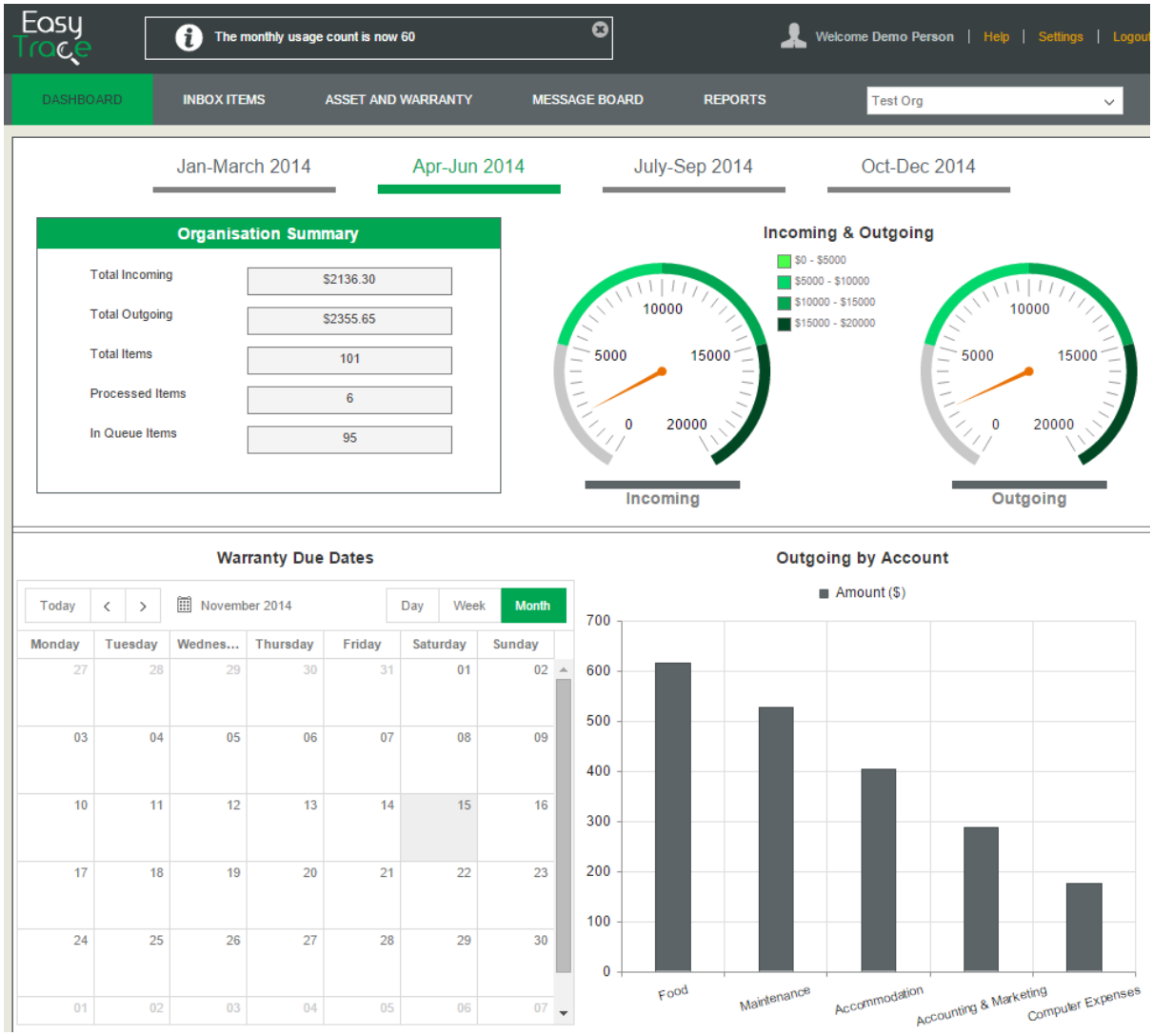
When communicating with your colleagues or customers you can use the message board feature to quickly record comments and ask questions if you are unsure about an expense detail instead of sending an email.

Export Data

Easy Trace offers multiple ways to export your data. If you are looking for a quick csv or excel output for your digitalised data or a formatted report in PDF, excel and word document, Easy Trace export features has it all. You can easily print your expense report with or without images with a single click.

Dashboard and Reports

Easy Trace offers an easy to use dashboard. Each section represents a summary of activities performed by your organisation. If you have multiple organisations you can simply switch between them via the drop down.



Reports

Easy Trace includes an extensive set of reports. Please find below some of the reports that are included in your package. Please contact us if you have a requirement for customised reports

- Account Summary Report
- Expense/Outgoing Report
- Income/Sales Report
- Travel/Expense Report with images
- Warranty/Maintenance Report
- Project/Job Report
- Expense Report with receipt images
- Travel/Expense Report
- Asset Detail Report

Contact Us

If you have any question about Easy Trace or would like to know more about our services, please feel free to contact us and we will get back to you as soon as we can.

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